

# UNIVERSITY OF NAIROBI

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITIONS:-  
(FOR MORE DETAILS, PLEASE VISIT OUR WEBSITE at <http://jobs.uonbi.ac.ke>)

## **SENIOR ASSISTANT PC OFFICER (ASSISTANT REGISTRAR LEVEL) - 1 POST – AC/10/80/17- ( R&T)**

Applicants should be holders of at least a Masters degree in public administration or human resource management or its equivalent. Applicants should have 6 years administrative experience preferably in a university setting with high work volume and a shared customer service environment, 3 of which must have been as a Senior Administrative Assistant Grade EF in a Transformation, Performance Management & Reform Unit in an institution of higher learning, dealing with strategic planning, performance management activities, monitoring and evaluation. Applicants should be computer literate, have skills and hands-on experience in use and application of relational-database information systems for management of performance contracting process. They must be members of a recognized professional administration or management body. They must be self-driven and highly focused with energy and commitment to highest performance standards.

Reporting to the Manager PC, the successful candidate will be expected to assist the Manager to perform the following duties and responsibilities sensitizing staff on performance contracting process; drafting performance contracts for all levels; coordinating the preparation and implementation process of University's Strategic Plan; harmonizing Corporate and Unit strategic plans; developing and coordinating annual work plans; pre-negotiations, negotiations and vetting of annual University's performance contract; cascading and signing of performance contracts within the University; implementing a performance monitoring framework and system across the University governance structure; developing reporting template and other M&E instruments; coordinating periodic performance monitoring for performance evaluation; Identifying, collecting and compiling evidence of performance for evaluation; and managing performance contracting database and reports.

## **PROJECT RESEARCH OFFICER – 1 POST- – AFRICAN CLIMATE CHANGE LEADERSHIP PROGRAM (AFRICLP)-AC/10/81/17- (CBPS)**

The University of Nairobi, in collaboration with the institute of Resource Assessment (IRA) in the University of Dar es Salaam, has won a grant from the International Development Research Institute (IDRC) to implement the African Climate Change Leadership Program (AfriCLP). The overall objective of the program is to develop leadership capacity of African researchers, policy advisers and practitioners for advancement in current climate knowledge, long-term adaptation, decision-making and climate action thus improving the effectiveness of science-policy-practice interface for positive impact in society.

The specific objectives are:

- a) To strengthen the capacity of national and regional mid-career to senior public climate change policy stakeholders to understand how to interpret and apply climate model projections, inject the best available scientific research/empirical knowledge into policy processes and decision-making;
- b) To engage the science and policy communities and develop a shared vision of research and assessment needed to serve climate decision-making needs among other duties.

## Responsibilities

- a) To organize the inception training, the mid-term review workshop, the end-term joint conference and others program activities as directed by the Project Management Team;
- b) To coordinate and monitor the research activities by program beneficiaries;
- c) To assist in preparing the first drafts of the progress technical and financial progress reports to IDRC before they are reviewed and finalized by the Program Management Team;
- d) To constantly update and administer the program website;
- e) To set up online discussion forums and blogs and ensure active participation by program grantees;
- f) To monitor and report on the progress of each of the grantees to the Program Management Team;
- g) To act as the focal point between the Program Management Team and the research grant beneficiaries;
- h) To continuously engage the program beneficiaries and their mentors using social media;
- i) To initiate payments and follow up their processing by the University of Nairobi;
- j) To set up and participate in monthly Skype meeting with members of the Program Steering Committee in Kenya and Tanzania;
- k) To carry out day-to-day operations of the AfriCLP; and
- l) To carry out any other duties as may be guided by the Program Team Leader or the Program Management.

## Requirements

The applicants are required to:

- a) Have a bachelors degree in either management or project management or equivalent academic programs;
- b) Have proven expertise in website development and administration;
- c) Be experienced in carrying out research;
- d) Have an interest in climate change;
- e) Be able to effectively use a variety of social media platforms for communication;
- f) Be fluent in English and have intermediate French capability;
- g) Be an out-going, driven and results focused person.

A working knowledge of accounting will be an added advantage.

***Please note that the position is on full-time and on a one year contract renewable on satisfactory performance and mutual consent.***

### **NOTE:**

1. Applicants should forward ten (10) copies of their application letters accompanied by similar number of certified copies of certificates and C.Vs giving details of their qualifications, experience, research activities and publications they appear in.
2. Applications and related documents should be forwarded through the applicants' heads of departments and applicants should state their current designations and salaries and other benefits attached to those designations. They should quote post reference codes as shown for each posts in the advertisement.
3. Applications should be addressed as per the code below:-

**CODES-**

**R&T:** The Deputy Registrar, Recruitment & Training Section, P.O Box 30197-00100 Nairobi

**CBPS** The Principal, College of Biological & Physical Sciences, P.O Box 30197-00100, Nairobi.

***PLEASE NOTE THAT THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.***

**CLOSING DATE: Friday, October 27, 2017.**

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